



Dear Craftsperson:

The City of Portland Parks and Recreation Department will sponsor the 48<sup>th</sup> Annual Portland Harvest Craft show and Sale. This event will be held on Saturday, November 13, 2021 AT Richland Park Gym 303 Portland Blvd. Portland TN 37148.

This year, we will allow commercial items to be sold along with handmade crafts. However, we do want to emphasize that this event is to stimulate interest in authentic and unique hand crafts, so if you wish to sell commercial items, at least **50%** of your booth items must be a craft. Indoor and outdoor booths will be available on a first come, first serve basis. Food vendors may also participate. **No refunds** on outside booths due to bad weather.

If you are interested in placing a booth in the event, please fill out the bottom portion of this letter and return to Portland Parks Department c/o Tammy Groves, 321 Portland Blvd., Portland, TN 37148.

**INFORMATION FOR PARTICIPANTS:**

1. **Set Up Time:** Indoor Booths- Friday, November 12<sup>th</sup> 3-8 PM or Saturday at 7 am.  
Outdoor Booths- Saturday **ONLY** at 7 am.
2. **Show Time:** The Festival will be open to the public from 9am-4pm on Saturday.
3. **Requirements:** You must provide your own tables, chairs, and electrical cords as well as tents/canopies for outside booths. If electricity is needed outside you must provide your own generators. Limited chairs available upon request. **\*\*Booths must remain open until 4pm Saturday afternoon. NO EXCEPTIONS! \*\***
4. Each vendor is required to donate one item to be given away as a door prize starting at 10 am Saturday.
5. **Entry Fee:** Inside Booth \$50/ Outside Booth \$30. Booth sizes are 10 x 10.

The entry form below and your entry fee should be turned in no later than Friday November 12<sup>th</sup>.

We will accept late entries **ONLY** if booth spaces are still available. Make checks payable to City of Portland and mail to 321 Portland Blvd. Portland, TN 37148. For more information contact Tammy Groves at 615-325-6464 or register online at [cityofportlandtn.gov](http://cityofportlandtn.gov).

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Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ DOB: \_\_\_\_\_

My Craft Is: \_\_\_\_\_

Inside Booth \$50 \_\_\_\_\_ I will need (Indoor Access to Electricity) \_\_\_\_\_ Outside Booth \$30

Office Use Only

Amount Paid: \_\_\_\_\_ Cash \_\_\_\_\_ Check# \_\_\_\_\_ Initials \_\_\_\_\_